

Eastern Railway
(Personnel Department)
17 N. S. Road, Kolkata - 700 001

Serial Circular No. 14/2019

No. E.246/O/1/Pt.IV

Kolkata, Dated: 04/02/2019

All Concerned

(as per standard list)

**Sub: Introduction of Provisions for writing of APAR of Railway
Employees Working in Grade Pay Rs.1800/- Level-1**

The instructions of Ministry of Railways (Railway Board) on the above cited subject together with their Hindi version, issued vide their letter No. E(NG)I-2013/CR/1 dated 11/01/2019 (RBE No.09/2019) are communicated herewith for information and necessary action. Board's earlier letter dated 30/12/2014 mentioned therein was circulated under this office serial No. 26/2015.

DA: As above


(Anjan Ray)
Dy. Chief Personnel Officer/Gaz.
For Pr. Chief Personnel Officer
Phone No.:24104 (Rly.)


04/2/19

Index No. 1021: Introduction of provisions for writing of APAR of employees working in Level-1 (GP Rs. 1800) effective from the current year i.e. 2018-19 onwards.

RBE NO. 9/2019

GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
(RAILWAY BOARD)

No.E(NG)I-2013/CR/1

New Delhi dated 11/01/2019

The General Managers (P)
All Zonal Railways & Production Units
(As per Standard list).

Subject: Introduction of Provisions for writing of APAR of Railway Employees Working in Grade Pay Rs.1800/- Level-I.

Attention is invited to Board's letter of even number dated 30.12.2014, vide which, concept of writing APARs of those Railways' employees working in Grade Pay Rs.1900 and in whose cases APARs were not written earlier, was introduced inter-alia mentioning that those Railway servants in Grade Pay Rs.1800, the system of working reports as and when required will continue. A proforma evolved for this purpose was also enclosed.

2. A need to introduce the system of writing APARs in the cases of erstwhile Group 'D' staff working in Grade Pay Rs.1800, Level-I, has been experienced considering the fact that now such employees have also been made eligible to compete with others in the scheme of LDCE and other departmental selections whenever and wherever these are conducted to fill up particular posts through departmental promotion.

3. Consequently, the matter has been reviewed. It is advised that the APARs be written in the case of all the erstwhile Group 'D' employees G.P. Rs. 1800/- Level-I in the proforma attached. The revised proforma will be applicable for APARs written from the current year (2018-19) onwards.

DA:- As above.

CPO (A) 33/1587
12/1/2019
Dy. CPO (R)

(M.K.Meena)
Deputy Director Estt. (N)
Railway Board

12/1/19
PCPO

1/12/19

भारत सरकार / GOVERNMENT OF INDIA
रेल मंत्रालय / MINISTRY OF RAILWAYS
(रेलवे बोर्ड / RAILWAY BOARD)

सं.ई(एनजी)-1/2013/सीआर/1

नई दिल्ली, दिनांक: 11.01.2019

महाप्रबंधक (कार्मिक),
 सभी क्षेत्रीय रेलें और उत्पादन इकाइयां,
 (मानक सूची के अनुसार)

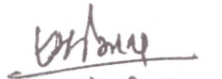
विषय: ग्रेड पे 1800/ रु. लेवल-1 में कार्यरत रेल कर्मचारियों की एपीएआर लिखने का प्रावधान शुरू करना।

आपका ध्यान बोर्ड के दिनांक 30.12.2014 के समसंख्यक पत्र की ओर आकर्षित किया जाता है, जिसके तहत ग्रेड पे 1900 रु. में कार्यरत उन रेल कर्मचारियों, जिनकी पहले एपीएआर नहीं लिखी जाती थी, की एपीएआर लिखने की अवधारणा शुरू की गई थी, जिसमें अन्य बातों के साथ-साथ उल्लेख किया गया था कि ग्रेड पे 1800 रु. में कार्यरत रेल सेवकों की वर्किंग रिपोर्ट प्रणाली आवश्यकता पड़ने पर जारी रहेगी। इस प्रयोजनार्थ तैयार किया गया प्रोफॉर्मा भी संलग्न किया गया था।

2. ग्रेड पे 1800 रु. लेवल-1 में कार्यरत पूर्ववर्ती समूह 'घ' कर्मचारियों के मामले में एपीएआर लिखने की प्रणाली शुरू करने की जरूरत महसूस की गई है, जिसमें इस तथ्य पर विचार किया गया क्योंकि अब ये कर्मचारी भी अन्य कर्मचारियों के साथ एलडीसीई योजना और विभागीय पदोन्नति के माध्यम से किसी पद विशेष को भरने के लिए, जब-कभी और जहां-कहीं आवश्यक हो, अन्य विभागीय चयनों में प्रतिस्पर्धा करने के पात्र हैं।

3. परिणामस्वरूप, इस मामले की समीक्षा की गई है। यह सूचित किया जाता है कि ग्रेड पे. 1800 रु. लेवल-1 के सभी पूर्ववर्ती समूह 'घ' कर्मचारियों की एपीएआर संलग्न प्रोफॉर्मा में लिखी जाएगी। एपीएआर लिखने के लिए यह संशोधित प्रोफॉर्मा मौजूदा वर्ष (2018-19) से लागू होगा।

संलग्न: यथोक्त


 (एम.के.मीना)

उप निदेशक स्था. (एन)
 रेलवे बोर्ड

(लेवल-1, ग्रेड पे रु. 1800 में कार्यरत कर्मचारियों की एपीएआर)

APAR For Staff Working in Level-I Grade Pay Rs. 1800

अवधि/For the period-----

(A) कर्मचारी विवरण (कार्यालय द्वारा भरा जाए) EMPLOYEE PARTICULARS (To be filled by office)				
1.	नाम Name			
2.	पिता का नाम Father's name			
3.	पदनाम/स्टेशन Designation/Station			
4.	जन्म तिथि Date of Birth			
5.	नियुक्ति तिथि Date of appointment			
6.	शिक्षा Educational qualification			
7.	वेतन/वेतनमान Rate of Pay/Grade pay/Level			
8.	अनु.जा./अनु.जजा SC/ST(Specify)			
(B) ASSESSMENT of PERFORMANCE				
(B1)		<p>➤ सत्यनिष्ठा Integrity:</p> <p>➤ If integrity is 'beyond doubt' write so. If there is doubt or suspicion, leave item blank & attach separate note on which an appropriate decision shall be taken as per procedure.</p>		
		Marks to be awarded in a scale of 1 to 5		
B2	GENERAL QUALITIES	1.	Attendance	
		2.	General Intelligence	
		3.	Physical Fitness	
B3	WORKING ABILITY	1.	Knowledge of Rules	
		2.	Safety Consciousness (Where relevant)	
		3.	Quality of work	
		4.	Promptness	
B4	OVERALL PERFORMANCE			
B5	GRAND TOTAL POINTS OBTAINED [B2+B3+B4]			
(C) Whether any award/penalty during the period if so mention.				

- Note: 1. One(1) is the lowest & Five(5) is the highest in the assessment scale corresponding to 'Below average', 'Average', 'Good', 'Very good', 'Outstanding'.
2. The total points (B5) will be the 'record of service' marks for assessment purpose.

Signature & Name of Employee

(Reporting Officer)

(Reviewing Officer)

Dated:-

Place:-